

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of January was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania on Tuesday, January 24, 2012.

Members of the staff attending were as follows: Mr. Daniel F. Luckey, Executive Director; Mr. Ronald J. Fioravanti, Deputy Executive Director; Mr. David C. Talarico, Maintenance Superintendent; Mrs. Audrey L. Wenrich, Administrative Assistant; Mrs. Sherryann I. Sughrim-Fonseca, Comptroller; Mr. George F. Eisenhower, Purchasing Agent; Ms. Gloria J. Guard, Property Manager; Mr. Josh K. Smith, Property Manager; Mrs. Leonilda Feliciano, Resident Selection Supervisor; Mr. Charles K. Huckstep, Administrative Assistant; Mrs. Carolyn K. Bower, Section 8 Coordinator; Mrs. Stacey J. Keppen, Social Services Director; Mr. Frederick Prutzman, Building Construction Inspector; and Mrs. Elaine K. Addesso, Executive Secretary. Attorney Edwin L. Stock, Solicitor for the Authority, was also present.

Mr. Belinski, Chairman, called the regular meeting to order at 5:00 p.m., and upon roll call those present and absent was as follows:

Present: Mr. Steven Belinski
 Mrs. Rebecca Acosta
 Mrs. Lillie Mathies
 Mr. Eligio C. Colon, Jr.

Absent: Mr. Nelson De Leon

A motion was made by Mr. Colon, and second by Mrs. Acosta approving the minutes of the Regular Monthly Meeting held November 22, 2011. The motion was carried unanimously.

A motion was made by Mr. Colon, and second by Mrs. Acosta approving the bills as submitted by Mr. Fioravanti for the period of November 12, 2011 to January 13, 2012. The motion was carried unanimously.

The following balances in bank and on account were reported for the month of December 2011:

Fund	Cash or Checking	Investments	Escrow	Total
W-66 General	\$6,251,443.90	\$4,865,845.96	\$302,297.80	\$11,419,587.66
P-4628 General	105,374.15	396,008.30	0.00	501,382.45
P-15 General	5,405.27	1,029,865.41	76,417.00	1,111,687.68
Payroll	0.00	0.00	0.00	0.00
River Oak Apts.	33,383.52	0.00	40,618.66	74,002.18
Total	\$6,395,606.84	\$6,291,719.67	\$419,333.46	\$13,106,659.97

A motion was made by Mr. Colon and second by Mrs. Acosta that the Treasurer's Report be accepted and filed. The motion was carried unanimously.

The Executive Director submitted the following report:

COMPREHENSIVE GRANT PROJECTS

220 – 2011 Capital Funds – RHA received our Capital Fund allocation. It is just over 2 million dollars. We are preparing the listing of various work items, which we plan to do with the funds.

We have completed revising the Capital Fund and reprogrammed work items in the 5-year Agency Plan/Capital Fund, as we are using the Operating reserves for the handicapped units. As a result of RHA getting approval for the OFFP, this year's Capital Fund can now focus on our capital needs. Most of the work items identified will be used for fixing up the outsides of the buildings. The work includes the buildings at Glenside and waterproofing the high rises, which are due. A lot of the other funding will be going to administrative costs and some will be used for operating expenses as we have done in the past.

Please note, we have a few dollars available from past year's funding and will be using the majority for the installation of fencing, at Oakbrook and Glenside as requested by residents and will complete all of our developments. This should be going in very soon. We have issued purchase orders for the work as this was advertised previously.

OFFP PROGRAM – This has been implemented and we are paying for the construction of the units from funds we have borrowed and will pay back, as soon as the construction is completed. Currently the work is on schedule and will be completed some time in January. There have been issues with the Code Inspector for the Plumbing, in that he has caused us to shut down and/or slow down the work and are scheduled for a Court hearing on this issue and feel confident we will get a favorable opinion after the hearing.

In regards to the exclusion, our request was submitted to HUD and we are awaiting their review of our application, which I am very confident will be approved. Though, realistically we are so far along with the project I would wonder how it could not be approved as the project as of now is nearly complete and have spent most of the money. However, HUD has and does strange things so we will have to wait and see.

The only question I would have, if they do not approve the exclusion; given where we are in the process, how would we reverse what we have done? It will be interesting to see what happens, but I have a feeling HUD will approve our exclusion request given the circumstances. I will keep the Board informed of any changes.

Please note the above is exactly what was in my last report as we have not heard from HUD one way or the other on this issue. Though, they had assured everyone, decisions would be made before the New Year which has come and gone. I will keep you posted on this situation.

CO-GENERATION PLANT AT GLENSIDE – The co-generation plant is nearly complete. The contractor is working towards making sure all of the components work (generates the heat and electricity as advertised). Given the complexity of this project, it will be a week or two before all of the components are synchronized together and it should be ready for this year's heating season.

Please note: This energy savings project will be financed and paid for out of the savings generated by the work items in the Honeywell program, which include new doors at Oakbrook, new security cameras, windows at the main office and other items still to be determined. In addition, Honeywell guarantees the savings for the life of the project and believes this is a great benefit to RHA.

To date, this project is still not up and running as they are still fine tuning this and hope it is up and running in the near future. As I understand it, the system we have is supposed to only provide electric to the development and none is supposed to go back to the grid. Therefore, the generator electrical output will vary depending on how much electric is needed at the developments; for example, the electrical needs at night would be less than the day time. However, it should be fully operational very soon as there is just some fine tuning left to do for this to be fully functional.

PARK PLACE ON PENN STREET PROJECT- We are still waiting for the economic climate and consumer interest to increase so we can sell more of these units. Unfortunately, the economic climate has not changed enough whereby people are beginning to purchase homes again, at least at the same pace as before this all started.

So while this is a bother, we are not paying out much in the way of monies for this project as everything has been paid to date. We do have hopes when the hotel construction begins that we see a little more interest in the condos, so we can only hope.

RHA staff met with the Realtor in response to the Boards request that we get this project moving along. In addition, Dave has been in touch with a builder who may be contracted to finish the buildings and perhaps do some marketing also.

RIVER OAK APARTMENTS – As the Board can see, our occupancy rate at River Oak is good and bodes well for the future. At the moment we do have some of the kitchens scheduled for this year and the remaining ones to be done next year. As we still have twenty or so kitchens to complete and may or may not do some this year depending on how our finances go during the year.

Because of the need for more income, we are increasing the rents by 5% and this is the first increase in quite a while since we took over ownership of the property. This is on the agenda for discussion.

BERKS COUNTY REDEVELOPMENT AUTHORITY (BCRA) REQUEST – RHA has received a request from the Berks County Redevelopment Authority for help in building these units for MH/MR. This includes, but is not limited to the following:

1. Possibly purchase land we have available up in the Sylvania Homes section.
2. Want RHA to advertise for project based vouchers for MH/MR for the tenants.
3. Concern about who owns and or manages the property.

I have some issues with this as I believe BCRA should be building these units somewhere outside the City of Reading in the County and should involve the Berks County Housing Authority in the project based voucher portion of this project. To my knowledge, BCHA has not done any project based voucher of any kind and for that matter have done nothing to expand their units or do any projects such as RHA has done and is doing at this time.

In addition, I have concerns with selling this land and having something so close to our developments and not being in a position to ensure it remains a positive force next to us. What happens if the owner or owners of the property let it fall into disrepair, have tenants who cause problems and any variation of those concerns? I just have a concern with not having control over the area because of the proximity to our developments. Perhaps some kind of deed restriction may be needed to ensure there are no issues or conflict between this property and ours in the future.

In any case, if the Board would like to participate in this project we can, but believe this type of project should be done somewhere in the County and involve the Berks County Housing Authority. It seems these types of projects being done only in the City of Reading and nothing is done in the County for one reason or another.

I was told the BCRA has looked at places in the County and could not come up with property which is close to a bus line, supermarkets and other amenities necessary for the clients they would be serving. BCRA had a real estate agent helping them in locating property and could not find a satisfactory site. I just find it a little hard to believe they could not find something anywhere in the County of Berks that meets the criteria for this development.

CITY OF READING POLICE PATROLS – The Police are working very hard to ensure our developments are well taken care of and hope you agree. There was a meeting with the Officers to go over the various issues and/or activities with RHA staff. Overall things are going well.

FHEO/DOJ STATUS – Construction of the five handicapped units is nearing completion and is going fairly well. Once these units are complete, we will have fulfilled the most onerous of the requirements of our agreement with the DOJ. As noted in other parts of this report, we are still in the midst of finalizing the funding issues with HUD.

GOGGLEWORKS APARTMENTS – Construction has started and is expected to be completed in April of 2012. Due to RHA's responsibility regarding the building and the Section 8 Vouchers, we are attending the construction meetings as part of our responsibilities.

We also have close to forty people who have expressed interest in an apartment at the Goggleworks. As the Managing Agent, we have sent letters acknowledging their interest and informing them that they should keep their contact information up to date, so we will be able to contact them when the times comes for leasing the units. If this is any indication, I do not believe we will have any problems with leasing up these units.

In support of this project, we have developed a Goggleworks Apartment Handbook and a Resident Selection Plan which were submitted to Our City Reading (OCR) for their review and approval. We will incorporate any and all changes they would like to include in these documents and hope to have them completed before any applications are accepted.

We developed an application form for people interested in the units and hope to have it approved in the near future by OCR. Once it has been approved we plan to send it to people who have expressed interest in an apartment to complete and send in with a deposit for an apartment. The next step is to evaluate them in accordance with the selection criteria and then begin the leasing process. We hope to have all of this done prior to construction completion so the units can be filled as quickly as possible.

NSP/ARTIST HOUSING – There has been no change in the status of this program as yet, though there has been discussion that some of the housing for the NSP program can be used for artist housing in some way. This will be an ongoing program as we go forward.

RHA is still looking for criteria for selecting potential artists which was used in Peekskill, NY when selecting “artist” for the rental housing in the NSP program near the Goggleworks.

SYLVANIA HOMES ANNUALIZED OCCUPANCY RATE %

2007				2008				2009				2010				2011			
Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec
96.1	95.9	95.1	94.0	93.8	94.9	96.2	97.8	97.8	96.9	97	96.6	96.6	96.9	97.3	97.2	97.0	97.1	97.5	97.7

Sylvania is 97.7% leased up and are doing well in this area.

SECTION 8 ANNUALIZED UTILIZATION (%) RATE

2007				2008				2009				2010				2011			
Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec
100.5	99.2	97.9	96	95.7	94.2	94.4	96.2	98.1	98.2	99.5	97.9	95.8	94.5	93.2	92.1	90.3	90.0	88.3	90.2

The leasing rate for the last quarter is 90.2%.

PUBLIC HOUSING ANNUALIZED OCCUPANCY RATE (%)

2007				2008				2009				2010				2011			
Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec
97.5	98.1	98.2	98.3	98.4	98.4	98.4	98.4	98.5	98.6	98.7	98.8	98.8	98.8	98.9	98.8	98.7	98.5	98.6	98.8

The annualized vacancy rate for the last quarter shows a good leasing rate and translates into vacancy rate of 1.2% for RHA. This continues to be a decent occupancy rate. We continue to monitor our progress in this area and work towards improving the leasing rate, while everyone strives to attain 100% leasing rate, it is difficult to attain.

ACCOUNTS RECEIVABLE (ANNUALIZED QUARTERLY) – PUBLIC HOUSING

2007				2008				2009				2010				2011			
Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec
2.9	1.8	2.5	2.5	1.8	1.7	1.9	2.3	2.10	2.3	2.5	3	3	2.90	2.80	3	2.6	3.2	3.5	3.1

Staff is working hard to reduce these amounts in hopes to get them to a more reasonable level.

NEIGHBORHOOD STABILIZATION PROGRAM (NSP) – The City of Reading is the lead agency and RHA and Our City Reading Inc., (OCR) are partners in this project. At the moment, this project is starting to move along as RHA has now acquired some properties through OCR. RHA is not involved in the construction of the units as OCR is doing this on our behalf. They are able to follow the federal procurement regulations, and have a \$100,000 small purchase level. OCR can do the entire project by just getting three prices for work, whereas our small purchase is at \$10,000.

Currently 201 North 3rd Street, 331 Elm Street and another unit at 460 Centre Avenue are in the mix for units that are owned by RHA for the NSP program. At the moment 460 Centre Ave. is nearing completion, this building has three units and are happy with the progress they are making.

Vacant Unit Report for the Current Month

	Units Scheduled	Unit Accepted By	Unit Scheduled	Unassigned	Total Vacant
	<u>To Be Leased</u>	<u>Eligible Applicant</u>	<u>Transfer</u>	<u>Units</u>	<u>Units</u>
Glenside	4	0	1	0	5
Hensler	0	0	1	0	1
Oakbrook	3	0	1	1	5
Franklin	0	0	0	0	0
Kennedy	0	0	0	1	1
Rhodes	1	0	1	0	2
Eisenhower	0	4	0	0	4
Hubert	0	0	0	0	0
Total Conventional					
Public Housing	8	4	4	2	18
Scattered Sites	0	0	0	1	1
Sylvania Homes	0	0	0	1	1
River Oak	1	0	0	1	2
726 N. 11 th Street	0	0	0	1	1
Total	9	4	4	6	23

Our current occupancy rate is high at 98.8% for Public Housing. This is an excellent occupancy rate for the most part. However, the leasing rate for all of our units we manage (a total of 1800+) comes to 98.73%. In addition, of the 23 vacant units, 9 are scheduled to be leased, 4 have been accepted by applicants, 4 are transfers and 6 remaining units are unassigned.

Please note the transfer units are ones, which in most cases the occupants are either over-housed or under-housed and need to be moved to a more appropriate size unit. In some cases, there may be other factors whereby a unit transfer is appropriate and done on a case-by-case basis. But this also means, we are creating another vacant unit and will now have to rehabilitate the unit and fill it. As I mentioned before, these unit transfers are required and is the reason we have to do these to ensure people are in the correct size units and are not over or under housed.

DEVELOPMENT WAITING LIST STATUS

<u>Bedroom Size</u>	<u>P/H</u>	<u>Contacting</u>	<u>Waiting Period</u>	<u>Sylvania</u>	<u>River Oak</u>
Studio	270	05/11	6-12 months	N/A	N/A
One Bedroom-Family/Elderly	284	05/11	6-12 months	24	N/A
Two Bedroom Family	556	05/11	6-12 months	36	15
Three Bedroom Family	71	06/08	36 months	6	16
Four Bedroom Family	52	05/11	6-12 months	8	N/A
Five Bedroom Family	26	05/11	6-12 months	N/A	N/A
<u>Total</u>	1259			74	31

Our Public Housing waiting list is still fairly long and we still have a wait for most unit sizes. Considering we only have 18 vacant units for people to move into, it is not surprising there is a long wait.

ENERGY SAVINGS PROGRAM WITH HONEYWELL – This project is now being put into operation and all of the contractors and sub-contractors are being set up by Honeywell and some work should begin in the coming months.

RHA PAINTING PROGRAM FOR OCCUPIED UNITS – The painting program has been completed for this fiscal year as we managed to do far more units than originally planned.

We will be starting the painting program up in the next fiscal year and if everything goes well, we will be very close to having all of our units painted within ten years.

POTENTIAL NEW UNITS - RHA has been involved in discussion with the City regarding some apartment buildings in the City whereby the owners have taken advantage of all of the tax credits for a particular project. Given that situation, the owners want to get out of owning and managing them as the financial advantage for keeping the property is no longer there and they now have to pay the PHFA and CDBG monies back.

I have put this on the agenda as Land Acquisition – Executive Session to discuss the issue regarding the possibility of RHA acquiring properties to see if the Board has interest in our taking ownership.

SYLVANIA REFINANCING – RHA has been approached by Concord on the possibility of a better interest rate on the monies we borrowed for the work we did at Sylvania and save money. As a result, we agreed they could look to see if RHA could benefit from the low interest rate. Concord is contacting Banks and also advertised our interest in refinancing our current loan amount.

I should point out that while we are looking at the possibility of refinancing, this in no way shape or form requires RHA to do anything until the responses are received and reviewed to determine if they are advantageous to RHA. I expect, if everything is acceptable and can show a savings over the life of the loan to either present something at the February Board meeting or announce we could not get a better rate.

UNITED WAY WELLNESS GRANT – RHA has been awarded a Wellness Grant from the United Way because of the success of Wellness program that is operating out of our High Rises and recently in Oakbrook that was collaboration with the United Way and the Office of Aging. Near the conclusion of the original grant in 2011, the Oakbrook Wellness Steering Committee determined if the Wellness program should continue, it would best be served under the leadership of RHA as that was the model it was originally established.

As a result of this determination, RHA staff submitted an application to the United Way using our current Wellness Program as the model for the proposal and we were successful. On January 6th, RHA received a letter from the United Way notifying us we had been awarded funding for the Wellness Program in the amount of \$58,579 for 2012 calendar year. It is our hope to expand these services to Glenside and Hensler Homes and to people outside of our housing developments. It is our belief this funding should be used to not only serve people in our developments, but in the surrounding community.

I would be remiss if I did not congratulate Stacey Keppen and her staff for this grant. I would also like to point out that as far as I can remember, this is the first time RHA has ever been awarded a grant from the United Way and is quite an accomplishment. There have been many times, RHA has collaborated, participated or been included as part of a program or project, but believe this is the first time we have and or are the sole recipient.

Great Job by our staff.

MEETINGS

- Housing Meetings.

A motion was made by Mr. Colon and second by Mrs. Acosta, to accept the report of the Executive Director. The motion was carried unanimously.

The following Resolution was read and considered:

RESOLUTION NO. 5594

RESOLUTION ACKNOWLEDGING STANLEY J. LEONARDZIAK'S TWENTY-EIGHT PLUS [28+] YEARS OF EMPLOYMENT BY THE READING HOUSING AUTHORITY.

WHEREAS, Stanley J. Leonardziak was employed by the Reading Housing Authority for twenty-eight plus [28+] years. His tenure of service began March 7, 1983, as a Laborer. His retirement from the position of Maintenance Mechanic shall be effective January 17, 2012.

BE IT RESOLVED AND IT HEREBY IS RESOLVED that the Reading Housing Authority acknowledges with gratitude and appreciation Stanley J. Leonardziak's twenty-eight plus [28+] years of employment.

Mr. Colon introduced and moved the adoption of the Resolution as read, and which motion was second by Mrs. Acosta and upon roll call the Ayes and Nays were as follows:

Ayes: Mr. Eligio C. Colon, Jr.
Mrs. Lillie Mathies
Mrs. Rebecca Acosta
Mr. Steven Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted:

The following Resolution was read and considered:

RESOLUTION NO. 5595

RESOLUTION APPROVING THE ADOPTION OF THE RIVER OAK APARTMENTS RENTAL AMOUNTS.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the following rents will be charged at River Oak Apartments effective April 1, 2012:

2 Bedroom - \$684.00
3 Bedroom - \$793.00

2. THIS Resolution shall be effective April 1, 2012.

Mr. Colon introduced and moved the adoption of the Resolution as read, and which motion was second by Mrs. Mathies and upon roll call the Ayes and Nays were as follows:

Ayes: Mr. Eligio C. Colon, Jr.
Mrs. Lillie Mathies
Mrs. Rebecca Acosta
Mr. Steven Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted:

The following Resolution was read and considered:

RESOLUTION NO. 5596

RESOLUTION APPROVING THE ADOPTION OF
THE SYLVANIA HOMES RENTAL AMOUNTS.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the following rents will be charged at Sylvania Homes effective April 1, 2012:

1 Bedroom – \$615.00
2 Bedroom - \$745.00
3 Bedroom - \$876.00
4 Bedroom - \$1,007.00

2. THIS Resolution shall be effective April 1, 2012.

Mr. Colon introduced and moved the adoption of the Resolution as read, and which motion was second by Mrs. Mathies and upon roll call the Ayes and Nays were as follows:

Ayes: Mr. Eligio C. Colon, Jr.
Mrs. Lillie Mathies
Mrs. Rebecca Acosta
Mr. Steven Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted:

The following Resolution was read and considered:

RESOLUTION NO. 5597

RESOLUTION REVISING APPENDIX A, FLAT RENTS,
OF THE ADMISSIONS AND CONTINUED OCCUPANCY
POLICY [ACOP] FOR PUBLIC HOUSING.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT Appendix A, Flat Rents, of the Admissions and Continued Occupancy Policy [ACOP] for Public Housing is hereby revised.

Copy of the revised Flat Rents is attached.

2. THIS Resolution shall be effective April 1, 2012.

FLAT RENTS

Effective 04/01/12

<u>Location</u>	<u>Studio</u>	<u>1 BR</u>	<u>2 BR</u>	<u>3 BR</u>	<u>4 BR</u>	<u>5 BR</u>
Glenside	N/A	\$660.00	\$814.00	\$1,088.00	\$1,123.00	N/A
Hensler	N/A	\$660.00	N/A	N/A	N/A	N/A
Oakbrook	N/A	\$660.00	\$814.00	\$1,088.00	\$1,123.00	\$1,162.00
Franklin	\$591.00	\$660.00	N/A	N/A	N/A	N/A
Kennedy	\$591.00	\$660.00	N/A	N/A	N/A	N/A
Rhodes	\$591.00	\$660.00	N/A	N/A	N/A	N/A
Eisenhower	\$591.00	\$660.00	N/A	N/A	N/A	N/A
Hubert	\$591.00	\$660.00	N/A	N/A	N/A	N/A
Scattered Sites	N/A	N/A	N/A	\$1,088.00	\$1,123.00	N/A

Mr. Colon introduced and moved the adoption of the Resolution as read, and which motion was second by Mrs. Mathies, and upon roll call the Ayes and Nays were as follows:

Ayes: Mr. Eligio C. Colon, Jr.
Mrs. Lillie Mathies
Mrs. Rebecca Acosta
Mr. Steven Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5598

RESOLUTION AUTHORIZING THE PAYMENT IN LIEU
OF TAXES FOR PROJECTS PA-9-1, 2, 3, 4, 5, 6, 8, 10, AND 15,
CONTRACT W-66 FOR THE FISCAL YEAR
ENDED MARCH 31, 2011.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT a Payment in Lieu of Taxes be made to the City of Reading, in the amount of \$211,891.13 to be dispersed proportionately among the City of Reading, the Reading School District, and the County of Berks, for the PHA Owned Rental Housing Federally Subsidized, Contract W-66, Projects PA-9-1, 2, 3, 4, 5, 6, 8, 10, and 15, for fiscal year of the Reading Housing Authority ended March 31, 2011.

2. THIS Resolution shall be effective immediately.

Mr. Colon introduced and moved the adoption of the Resolution as read, and which motion was second by Mrs. Mathies, and upon roll call the Ayes and Nays were as follows:

Ayes: Mr. Eligio C. Colon, Jr.
Mrs. Lillie Mathies
Mrs. Rebecca Acosta
Mr. Steven Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5599

RESOLUTION APPROVING CHANGE ORDER NO. 2 TO
THE CONTRACT WITH DOMMEL PLUMBING AND HEATING, INC.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the Commissioners of the Reading Housing Authority do hereby approve Change Order No. 2 submitted by Dommel Plumbing and Heating, Inc., (Pequea, PA), in the amount of \$3,290.00.

Description of Change: Installation of double check valve backflow preventers on the domestic water line within each unit (5 units).

Statement of Justification: This work is the result of a requirement of the City of Reading Plumbing Inspector.

Dommel Plumbing & Heating, Inc., is the Plumbing Contractor for the construction of five (5) 504 Handicap Accessible Units.

2. THIS Resolution shall be effective January 24, 2012.

Mr. Colon introduced and moved the adoption of the Resolution as read, and which motion was second by Mrs. Mathies and upon roll call the Ayes and Nays were as follows:

Ayes: Mr. Eligio C. Colon, Jr.
Mrs. Lillie Mathies
Mrs. Rebecca Acosta
Mr. Steven Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5600

RESOLUTION APPROVING AND AUTHORIZING
THE ADOPTION OF THE RIVER OAK DEVELOPMENT, LLC,
OPERATING BUDGET FOR FISCAL YEAR ENDING MARCH 31, 2013.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the River Oak Development, LLC, Operating Budget, in the amount of \$520,380.00 for the fiscal year ending March 31, 2013, is hereby approved and adopted.

2. THIS Resolution shall be effective April 1, 2012.

Mrs. Acosta introduced and moved the adoption of the Resolution as read, and which motion was second by Mr. Colon and upon roll call the Ayes and Nays were as follows:

Ayes: Mr. Eligio C. Colon, Jr.
Mrs. Lillie Mathies
Mrs. Rebecca Acosta
Mr. Steven Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following charge-offs were presented for Glenside Homes, Oakbrook Homes, Franklin Tower, Kennedy Towers, Rhodes Apts., Sylvania Homes and River Oak Apts.:

CHARGE-OFFS

10	Glenside Homes PA-9-1	\$ 7,864.04	
12	Oakbrook Homes PA-9-3	17,717.08	
2	Franklin Tower PA-9-4	531.21	
3	Kennedy Towers PA 9-5	812.13	
2	Rhodes Apts. PA-9-6	715.45	
1	Sylvania Homes P-15	1,065.10	
2	River Oak Apartments	1,071.15	
32	Gross Charge-Offs		<u>\$ 29,776.16</u>

RECOVERIES

Glenside Homes PA-9-1	\$ 131.00
Oakbrook Homes PA-9-3	942.93

Gross Recoveries \$ 1,073.93

CHARGE-OFFS NET OF RECOVERIES \$ 28,702.23

23 Accounts Charged Off Due to Eviction \$ 24,580.16

Delinquent accounts with an amount of less than \$75.00, of tenants who de cease or leave public housing and enter a nursing home or public health care facility are not to be sent to the collection agency.

All delinquent accounts of Federal Low-Income Housing and Sylvania Homes Middle-Income Housing shall be collected in a manner that is consistent with the applicable Federal Rent Collection Policy.

A motion was made by Mrs. Acosta second by Mr. Colon to concur with the recommendation to write the potential uncollectible amount off the books. This motion was carried unanimously.

There being no further business to come before the Commissioners, a motion was made by Mr. Colon and second by Mrs. Acosta to adjourn the meeting. The motion was carried unanimously.

The next regular meeting of the Reading Housing Authority is scheduled to be held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania on February 28, 2012.

Recording Secretary